



Automotive and Equipment Parts/Service Supply Expression of Interest Overview

UT-Battelle (the Company) is seeking an Expression of Interest (EOI) for establishing and providing a vehicle and equipment parts service operation supporting UT-Battelle, LLC and the Fleet and Transportation Garage Services (GS) at the Oak Ridge National Laboratory (ORNL). This work scope will support the ORNL Transportation Management Organization currently overseeing 41 vehicles and approximately 845 pieces of equipment ranging from low-speed vehicles (e.g., Kubota's, Polaris, golf carts, etc.) to heavy equipment. The garage facility is in an industrial environment located in building 7002 on the campus of ORNL.

This work scope consists of the necessary personnel, management, parts, and supplies to safely operate an efficient and effective vehicle and equipment parts and supplies service at ORNL GS facilities. The selected awardee shall be responsible for supervisory and technical work to support the timely and cost-effective acquisition and supply of repair parts to the ORNL fleet maintenance and repair operation.

The Automotive and Equipment Parts/Service Supply Request for Proposal (RFP) is expected to be issued in June 2021, with work to begin in July/August 2021. All interested firms should provide contact information (Name, Email and Tel #) for further correspondence as part of their response.

Disclaimer: This EOI neither constitutes a solicitation, Request for Proposal (RFP), Invitation for Bid, or promise to issue an RFP in the future, nor does it restrict UT-Battelle LLC to an ultimate acquisition approach. This EOI is issued solely for information and planning purposes and should not be construed as a commitment of any kind. EOI submission is not required to be considered for inclusion on the invitation to bid at a later date.

Responses Due: All responses will be electronic format and emailed to Terri Cleveland (clevelandtd@ornl.gov). All responses must be received no later than 12:00 PM EST on **June 1, 2021**.

Scope – This work scope consists of the Seller establishing a fully-functional parts and supplies service operation at the Buyer's facility within sixty (60) calendar days of the subcontract award. The Seller will be responsible for all staffing and supervision of the parts and supply function at the GS facilities, and for operating the GS parts room at the ORNL GS facility and for providing all direct day-to-day management and support required to ensure that the performance standards of the subcontract are met.

The Seller may use any third-party sub-contractor for the procurement of outside services, which are those services not traditionally performed by the Seller.

The Seller will develop and propose listing of parts manufacturer and suppliers to the Buyer for review and approval.

The Seller will administer all warranties on parts, including the tracking of eligibility, return for credit and/or refund, and the processing of credits with the subcontract. The Seller will also advise of any manufacturer recalls and coordinate required actions with the Buyer.

Seller will establish and provide parts counter services to GS mechanics and maintenance supervisors during GS working hours.

The Seller will need to provide Key Personnel as follows:

1. Project Manager
2. Site Personnel – full time on site

Submittal Requirements – The EOI submittal requirements consist of a brief narrative summary overview of up to a maximum of two pages in length of the Potential Offeror’s organization. The EOI response shall address the following:

- Company name, company size, key contact, and address and Contact information for Bidding process